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## Instructions for Applying to the Laboratory Evaluation and Acceptance (LEA) Program

Thank you for your interest in the LEA program. Your laboratory facility must have LEA approval from the Division of the State Architect (DSA) before it can provide material testing or special inspection services on public school or essential services buildings under DSA jurisdiction.

Your application package must be submitted to the DSA headquarters office for consideration of acceptance into the LEA program and must include the items listed below. Please provide a table of contents and a tab system identifying each item as applicable to the sections listed below (in the same order). Please 3-hole punch the entire submittal package. However, do not provide a binder.

1. **Application and Fee** – Please submit a completed LEA Application (form DSA-100) and the appropriate fee, per Section 1 of the application form. The fee must be in the form of a check, payable to the Division of the State Architect, and attached to the upper right hand corner of the application form.
  - a. If your firm has more than one facility or location which provides testing and/or inspection services, each facility or location must submit a separate LEA application package and fee.
  - b. List only material tests or special inspections for which your facility is equipped, and has the personnel and expertise (qualifications and/or certifications) to perform. Personnel and equipment that are sub-contracted, or based in other branch offices, shall not be listed on the application.
2. **AB 1424 Supplement (DSA-650B)** – Provide a complete and signed copy of form DSA-650B. This form can be found on the [DSA Forms page](#). More information about AB 1424 is posted on the [AB 1424 Notification page](#).
3. **Work History** – Provide a detailed "work history" for the engineering manager charged with full-time management of the facility. The engineering manager must be a California registered civil engineer with at least five years experience in construction material testing and/or inspection supervision. The "work history" must list, as a minimum, specific projects, time frames, and duties for which the engineer was responsible.
4. **Outline of the Facility's Organization and Operations**
  - a. Include names of management personnel (including lab manager, etc).
  - b. List all branch office facilities.
  - c. List entities that perform subcontract work for the facility.

**Note:** If the laboratory has permitted DSA, as a Specifying Agency, access to its AMRL Accreditation information, Items 4, 5, and 6 below do not need to be submitted. You must indicate by check mark, items not submitted for this reason.

5. **Quality Manual** ☐ N/A in submittal package, per note above.
- a. Include a copy of the facility's quality manual of written procedures (as required by ASTM E329).
  - b. Include a detailed outline of the facility's training programs.
6. **Earthwork – Acceptance requires:** ☐ N/A in submittal package, per note above
- a. A copy of the most recent AASHTO Materials Reference Laboratory (AMRL) inspection report.
  - b. A detailed written response to all footnotes contained in the report.
  - c. Evidence of participation in a soil proficiency-sampling program.
7. **Concrete – Acceptance requires:** ☐ N/A in submittal package, per note above
- a. A copy of the Cement and Concrete Reference Laboratory (CCRL) inspection report for the current tour.
  - b. A detailed written response to all footnotes contained in the report.
  - c. Evidence of participation in a concrete/aggregate proficiency-sampling program.
8. **Non-Destructive Testing (NDT) – Acceptance requires:**
- a. A copy of the facility's NDT written practice approved by an ASNT Level III individual who was "certified by test". This document is to be written in accordance with ANSI/ASNT CP-189-2006.
  - b. Copies of current NDT Level II certifications for all personnel.
- For additional important information, please refer to [IR 17-2](#) on the DSA website regarding NDT of welds.
9. **Special Inspection Certifications – Provide proof of the proper certifications for special inspectors listed in Section 15 of the application.**
- a. Masonry Inspection – must have passed the DSA masonry inspection examination and be in current good standing with DSA.
  - b. Welding Inspection – must hold current American Welding Society (AWS) CWI or Senior CWI certification.
10. **Sample Reports – Provide examples of field and laboratory reports for all material testing and special inspection services indicated on your application. Also include an example of each appropriate type of verified report.**

Samples of acceptable test, inspection, and verified reports can be found on the DSA website at <http://www.dgs.ca.gov/dsa/Programs/programCert/labs/labforms.aspx>

A site visit to your laboratory facility will be scheduled once DSA has reviewed your application package and determines that the essential requirements have been met. Your laboratory manager, engineering manager, and other key personnel should make three to four hours available for the site visit. DSA will review your facility, equipment, technical library, etc., as well as discuss the Title 24 code requirements.

If you have any questions please contact Eric France by phone at (916) 445-2193 or by email at [Eric.France@dgs.ca.gov](mailto:Eric.France@dgs.ca.gov).